

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	004-EMSA
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Senior Legal Typist	3. POSITION NUMBER 312-500-3224-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R04
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova			13. MONTHLY SALARY \$2,589.00 TO \$3,516.00
8. SEND APPLICATION TO: Patricia Czoberek or Karen DeGuire EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670	10. WORKING HOURS MON - FRI, DAYS - 8 am to 5 pm			
	11. PUBLIC PHONE NUMBER (916) 431-3682			
	12. CALNET NUMBER			14. FILE BY Until Filed

SROA and SURPLUS CANDIDATES ARE ENCOURAGED TO APPLY.

ESSENTIAL FUNCTIONS:

Under the general supervision of the Staff Counsel III, the incumbent will provide legal support duties for the Emergency Medical Services Authority attorneys. The Senior Legal Typist works independently and performs the full range of legal support duties for the Emergency Medical Services Authority. The work requires an understanding of the judicial process, and legal procedures and practices for state, county, and local agencies.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participate in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS

- Excellent organizational skills and work habits including dependability, punctuality and attendance.
- Excellent interpersonal skills.
- Excellent personal computer skills with emphasis on Microsoft Word and Excel, and Outlook.
- Flexibility and ability to re-prioritize assignments.
- Ability to work in a team environment.
- A demonstrated interest in assuming increasing responsibility; mature judgment; tact and discretion.
- Ability to multitask effectively and efficiently, meet deadlines and quickly evaluate and prioritize work.

INTERPERSONAL SKILLS:

- Work independently.
- Take initiative to improve/create processes.
- Use good judgment and take effective action.
- Work cooperatively with attorneys, clerical staff, technical staff and the general public.

Who Should Apply:

- State employees who are currently at the Senior Legal Typist level or have transfer eligibility to that level.
- Persons who have Senior Legal Typist list eligibility.
- SROA/Surplus candidates are encouraged to apply. Surplus candidates must submit a copy of their surplus status letter.

If interested, please submit a complete, signed State Application STD Form 678 and resume to the Contact/Unit address below. Applications will be evaluated based on desirable qualifications and interviews may be scheduled.

Indicate your eligibility and write RPA 004 in Box 12 of your application.

Please include all education and experience on your application. Only the most qualified applicants will be considered.

Inquiries regarding this position may be directed to:

Patricia Czoberek or Karen DeGuire
Emergency Medical Services Authority
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670
(916) 431-3682 - voice
(916) 322-1441 - fax